

Guidelines for Posting Public Notices

City of Redmond, Washington

Department of Planning and Community Development

Why Do We Need Notices?

The City of Redmond requires public notices on proposed development sites. In the past, these notices have been on legal size paper and attached to wooden stakes. While meeting State and local requirements for posting, the City feels that larger, more colorful public notices improve the signs' visibility and provide better service to the community.



What do the Signs Look Like?

The more durable and more visible signs are approximately 18" by 24". When posted in the field, a "take-one" notice box accompanies the signs. The signs are yellow and look like this:

Who Puts up the Signs & Boxes?

The applicant puts the signs and boxes up after a staff person is assigned to the project.

Will Details be on the Notice?

yes!

On the right side of the notice, city staff posts a paper notice that includes a detailed project description. The notices are copied onto color paper. As a project proceeds through the review process, new notices are required. Each new notice has a different color, which helps to identify new notices. Colors apply citywide and follow this scheme:

- ✓ Notice of Application: light green
- ✓ Notice of Public Hearing: light blue
- ✓ Notice of Final Decision: light red
- ✓ Any other notices will be in pink.

Public hearings are not required for all projects. Light blue postings **do not** replace the City's requirement that an applicant posts a large, white "Public Hearing Notice" sign on a property.

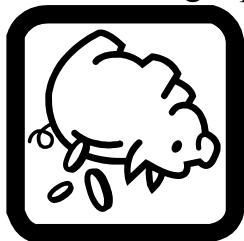
What is a Notice Box?

A "take-one" **notice box** is posted below or next to a notice sign. City staff place colored copies of the current notice in the notice box. This allows people to take a notice with them, rather than scribbling down a contact name on a piece of scratch paper. A site plan or other descriptive drawing is on the back of the notices in the box.



Who Pays for the Notice?

The existing application fee covers the cost of the signs and notice boxes. The cost of one sign and one box totals about \$7.50. Although the fee covers the cost of the sign and box, the applicant purchases the posting materials, including any screws or wooden 4" by 4" posts that are needed to meet the posting requirements.



How are the Signs Posted?

The applicant must post signs and public notice boxes in a **sturdy** manner. Some ways to post the signs and boxes are:



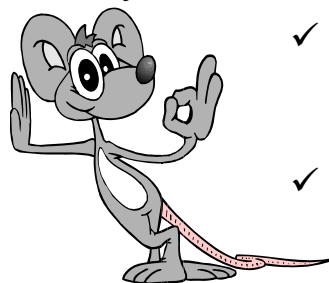
1. On one post of 4" by 4" by 8'.
2. By attaching to a fence.
3. By attaching to a structure's wall.

The sign's center must be approximately 5' above grade, or where it needs to be so that it is noticed from the right-of-way. The center of the public notice box must be between 3' and 5' above grade, or where it is visible and accessible.

Where is the Notice Posted?

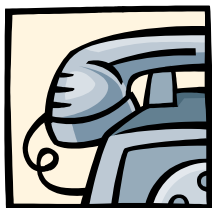
DO POST SIGNS AND BOXES...

- ✓ On each road frontage,
- ✓ At an interval of one sign and box for every 150' of road frontage;
- ✓ So that each sign is within 3 feet of a box;
- ✓ Parallel to the right-of-way and visible from the street; and
- ✓ Within 5 feet of the right-of-way and located in an area that the community can safely access the sign and the public notice box.



Do NOT POST SIGNS OR BOXES...

- ✗ Do NOT post within sight-distance triangles or in any manner that jeopardizes the public safety.
- ✗ Do NOT attach any sign or box to a tree.
- ✗ Do NOT post in such a manner as to impede visibility or flow of pedestrian or vehicular traffic.



Questions and Concerns

If you have any questions and concerns regarding these public notice requirements, please contact the City of Redmond's Planning Department, at 425.556.3447. You may also get information about the City of Redmond at www.ci.redmond.wa.us.